Div U Ext
22-8-74

Instructor: J.I. Stewart
Time: Tuesdays, 6:00-8:00 p.m., commencing September 22
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: H.D. Woods, S. Ostry, *Labour Policy & Labour Economics in Canada*, MacMillan (paperback); Selected issues of Annual Reviews, Economic Council of Canada, to be announced at first class.

Management for Industry

Instructor: W.T. Nutson
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: W.W. Haynes, J.L. Massie, *Management — Analysis Concepts and Cases*, revised edition, Prentice-Hall, 1969.

Interviewing and Counselling

Instructor: J.C. Chisholm
Time: Tuesdays, 7:30-9:30 p.m., commencing September 22
Place: East Asian Studies Building
Fee: $95.00 — 25 sessions
Texts: G. Shuksmith, *Assessment Through Interviewing*, Pergamon Press, 1968 (paperback); J.A.C. Brown, *The Social Psychology of Industry*, Pelican, 1954 (paperback)

Human Relations and Human Organization

Instructor: M. Wilson
Time: Mondays, 7:00-9:30 p.m., commencing October 5
Place: East Asian Studies Building
Fee: $100.00 — 20 sessions
Text: None

Adult Learning and Teaching

Instructor: A.R. Devlin
Time: Wednesdays, 6:30-8:30 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: J.R. Kidd, *How Adults Learn*, Association Press (New York) or G.R. Welch (Etobicoke), 1959

Training and Developing Personnel (Principles and Methods)

Instructor: A. Joma
Time: Wednesdays, 7:00-9:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: ASTD, *Training and Development Handbook*, McGraw-Hill, 1967

Communications

Instructors: A.F. Collaco, M. Ciglen
Time: Tuesdays, 6:30-8:30 p.m., commencing September 22
Wednesdays, 6:30-8:30 p.m., commencing September 23
Thursdays, 6:30-8:30 p.m., commencing September 24
Place: East Asian Studies Building
Fee: $95.00 — 25 sessions
Text: None

An Overview of Personnel Administration (half course)

Instructor: G. Wilson
Time: Mondays, 6:00-8:00 p.m., commencing January 4
Place: Carr Hall
Fee: $45.00 — 13 sessions
Text: Strauss and Sayles, *Personnel — The Human Problems of Management*, Prentice-Hall, 2nd edition, 1967

Statistical Methods (half course)

Instructor: V. Sawyer
Time: Thursdays, 7:30-9:30 p.m., commencing October 1
Place: Galbraith Building
Fee: $45.00 — 12 sessions
Text: TBA

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Toronto 5, Ontario. 928-2400

Courses

Obligatory

Organizational Psychology

Instructor: M. Weissengruber
Time: Thursdays, 6:00-8:00 p.m., commencing September 24
Place: Carr Hall
Fee: $95.00 — 25 sessions
Text: H.J. Leavitt, *Managerial Psychology*, University of Chicago Press, 1964 (paperback)

The Personnel Function

Instructor: T.L. Bourk
Time: Mondays, 7:00-9:00 p.m., commencing September 21
Place: New Academic Building, Victoria College
Fee: $95.00 — 25 sessions
Texts: J.W. Towle, S.H. Schoen, R.L. Hilgert, *Problems and Policies in Personnel Management, A Case Book*, Houghton-Mifflin, 1965; W.L. French, *The Personnel Management Process: Human Resources Administration*, Houghton-Mifflin, 1964

Management Principles and Organizational Behaviour (for those basically interested in Personnel Relations)

Instructors: A.I. Hainey, K.W. Preston
Time: Wednesdays, 6:00-8:00 p.m., commencing September 23
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: A reading list will be provided

Economics — An Introduction (for those basically interested in Labour Relations)

Instructors: J.I. McDonald, W.H. Merritt
Time: Tuesdays, 7:00-9:00 p.m., commencing September 22
Thursdays, 6:00-8:00 p.m., commencing September 24
Place: Tuesdays — Galbraith Building
Thursdays — Carr Hall
Fee: $95.00 — 25 sessions
Text: P.A. Samuelson, A. Scott, *Economics — An Introductory Analysis*, McGraw-Hill, 1968

Labour Relations (for those basically interested in Labour Relations)

Instructor: F.W. Murray
Time: Mondays, 7:30-9:30 p.m., commencing September 21
Place: Galbraith Building
Fee: $95.00 — 25 sessions
Text: N.W. Chamberlain, J.W. Kuhn, *Collective Bargaining*, McGraw-Hill

Optional

The Economics of Labour Relations